ABSTRACT OF THE DISCLOSURE

In a shared workspace, a session for managing connection of conference systems, a file used in a conference and created as a record of the conference, reference information to a resource relevant to the conference, and history information of file access made by conference participants are managed. The conference participant can operate a GUI, thereby connecting to the conference system without being aware of the call address of each conference system and easily accessing information in the files relevant to the conference and the like from the conference system.